User Guide

Section 4.2a

Centralized Cotton Redemption
County Invoice Screens
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Access Instructions

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Centralized Cotton Redemption - County Access Instructions

A. Overview

The purpose of these instructions is to assist the State and County Office Users with the COPS Centralized Cotton Redemption (CCR) County Invoice download. In COPS through CCR the Cotton Merchants will have selected and wired funds for redemption of receipts where they have been assigned as the electronic designated agent (EAD) on loan(s) with the County Office. With CCR, the single CCR buyer invoice could include redemption of receipts from single or multiple loans with an individual or more than one County Office. The County Office is notified by e-mail of the completion of the redemption and release process and to download the portion of the CCR Invoice information for their county to be processed in the APSS system.

Sometimes below grade cotton is 'redeemed' by the Cotton Merchant, resulting in a negative repayment value because of the storage credit. On the CCR invoice the repayment value will be reflected as 'zero' amount due. The negative repayment bales will be release to the Cotton Merchant by COPS either with other positive repayment cotton on the invoice or after 'accepted' by the Cotton Merchant if the only payment type on the invoice. The County Office is notified by e-mail of the release process and print a report of the bales for manual redemption for their county to be processed as separate repayments in APSS.

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B. Screens and Instructions

1. COPS Home Page

For Downloading or viewing CCR Invoices click the "Invoice Review" option.
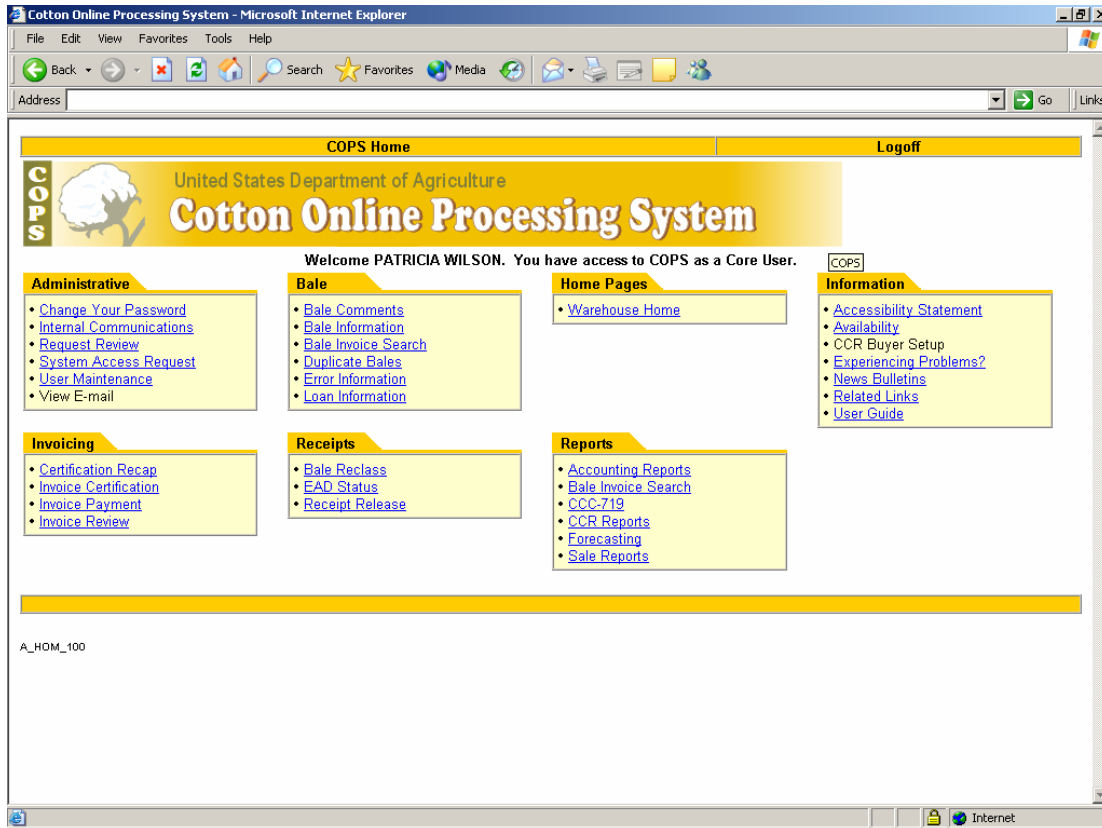
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2.   Invoice Review

The **Invoice Review** screen is to aid in either the selection of a specific invoice by invoice number, or to list a group of invoices that meet the selection criteria. The list of a group of invoices may be displayed in various sort orders.

For a listing of CCR invoice, select Invoice Type of 'Cotton Redemption Invoices'.

For single county users, the state/county code field will contain the user's state/county code. For multi state or multi county users, select the state/county code from the dropdown box.

3.   Invoice List

The **Invoice List** screen will display those invoices available for downloading or viewing. To select a CCR invoice to view or download, click the line number. To indicate if the invoice has been downloaded by the County Office, '(downloaded)' will be indicated under the "Type".

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4.   County Redemption County Invoice

The Cotton Redemption County Invoice Screen provided summary information about the invoice by loan number.

It contains a function button for downloading the invoice information to the Cotton PC to pass to the County Office APSS system for processing. Other function buttons are to view loan recap information, to print the invoice summary information to the local printer and to generate a report of the invoice information, including a detail listing of all bales in the invoice, in PDF format.

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5.   CCR Redemption County Invoice (negative repayment)

The Cotton Redemption County Invoice Screen provided summary information
about the invoice by loan number.

When the invoice contains negative repayment bales requiring separate repayment
processing in APSS, a message with instructions and a function button to print the
CCR County bales for Manual Redemption will appear. This report contains
information required for the separate repayment through the County Office APSS
system for processing.

The CCR invoice may require both normal download process and separate
repayment processing or may only have separate repayment processing (no
download button).

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6.   CCR County Bales for Manual Redemption (negative repayment)

The CCR Bales for Manual Repayment report lists the bales with negative repayment values by crop year, loan number, warehouse code and receipt number. In the header of the report is the CCR invoice number, state code, county code, repayment date, storage credit date, AWP rate, merchants name and address.

The County Office is to process the repayment in APSS according to 7-CN, using the CCR County Bales for Manual Redemption report as the source document:
- As a manual repayment so that a prior repayment date can be entered.
- As certificate redemption using Option 2, Commodity Certificate Repayment, on Screen PPC00000.
- Using data provided on the report
  (Note: Enter the Storage Credit Date from the report as the "Est. Receipt Release Date" on Screen PPC40200. Do not add two days since this date already reflects the additional days for storage credit.)
- Issue check for storage credit to the redeeming merchant indicated on the report
- Mail a copy of the CCC-500 to the redeeming merchant.

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7.   CCR County Invoice Download (pop-up to verify)

When the 'Download Invoice' button is selected, a pop-up window will appear to verify that a download is wanted. To cancel, select the 'Cancel' button. To continue with the download, select the 'OK' button.
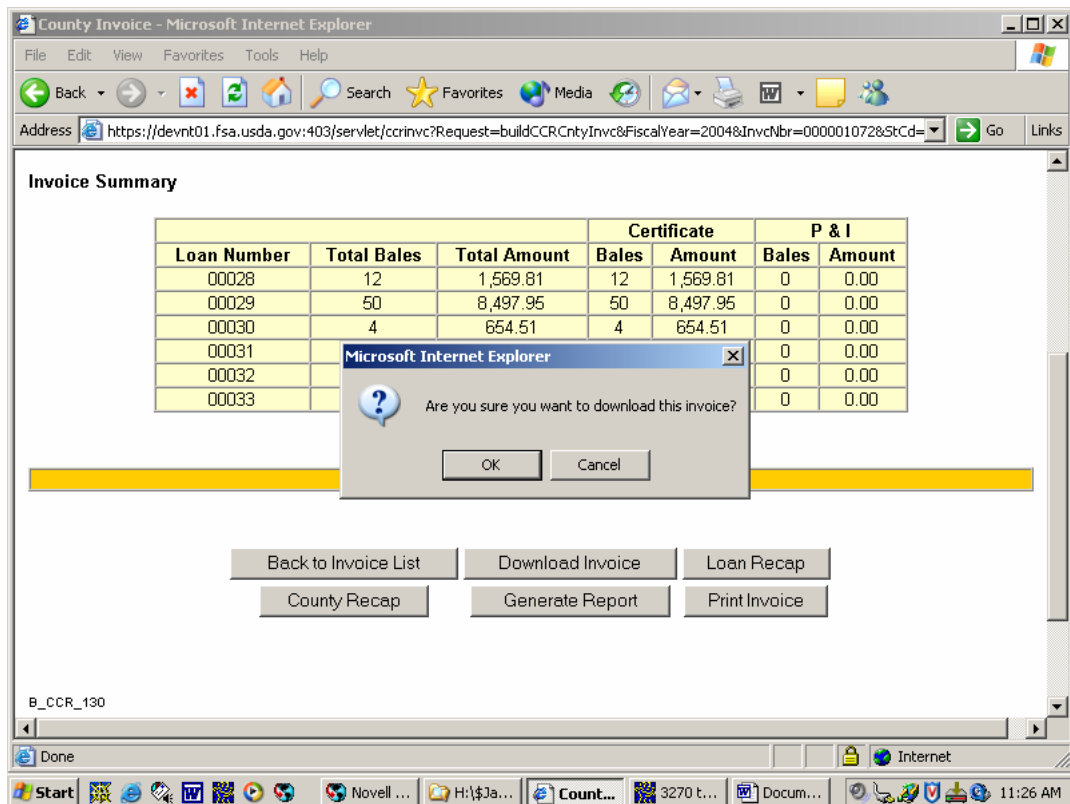
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8.   CCR County Invoice Download (pop-up to save file)

To continue with the download, select the 'Save' button.
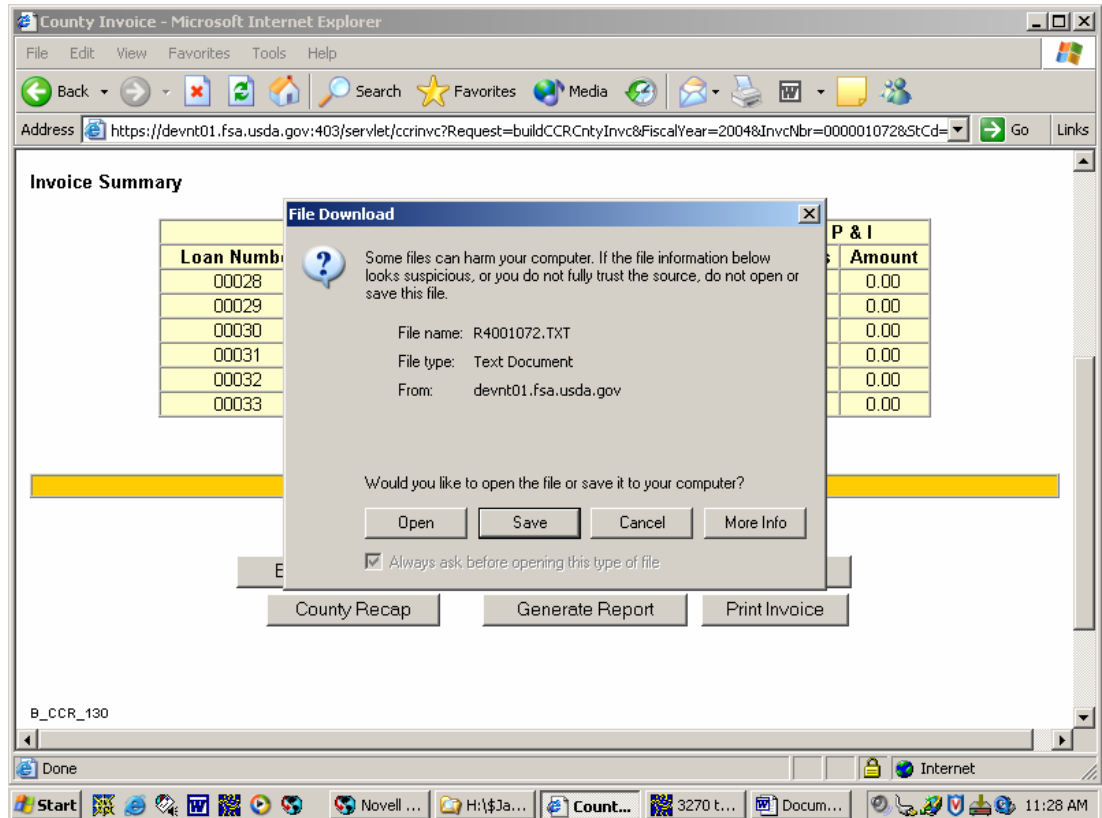
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9.   CCR County Invoice Download (pop-up for save-in folder selection)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Select the 'C:' drive, then select 'Program Files' in the 'save in' box.
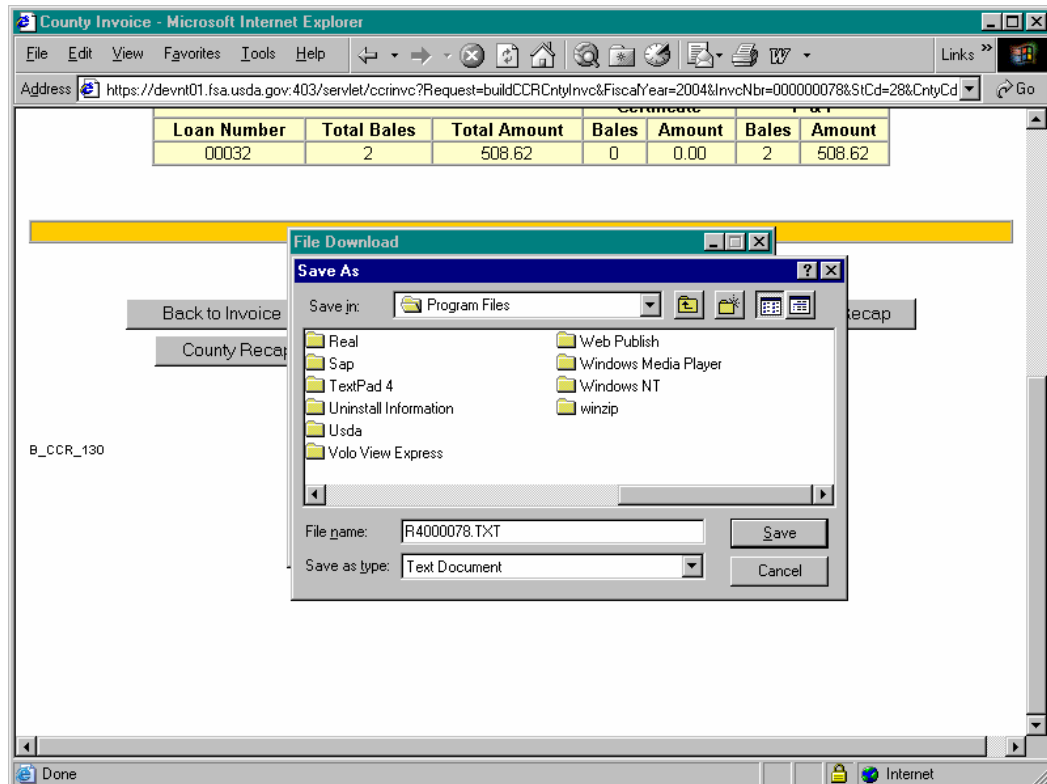
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10.   CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Start with C: in the 'save in' box, select 'Program Files' and select 'USDA' as the next path folder.

If the 'USDA' folder does not exist under the above path, it will need to be created, see steps 13-14 for how to verify folders exist and create a folder.

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11.   CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save
the download file. Select the 'C:' drive in the 'save in' box ', select 'Program Files',
select 'USDA', and select 'CottonPC' as the next path folder.

If the 'CottonPC' folder does not exist under the above path, it will need to be
created, see steps 13-14 for how to verify folders exist and create a folder.
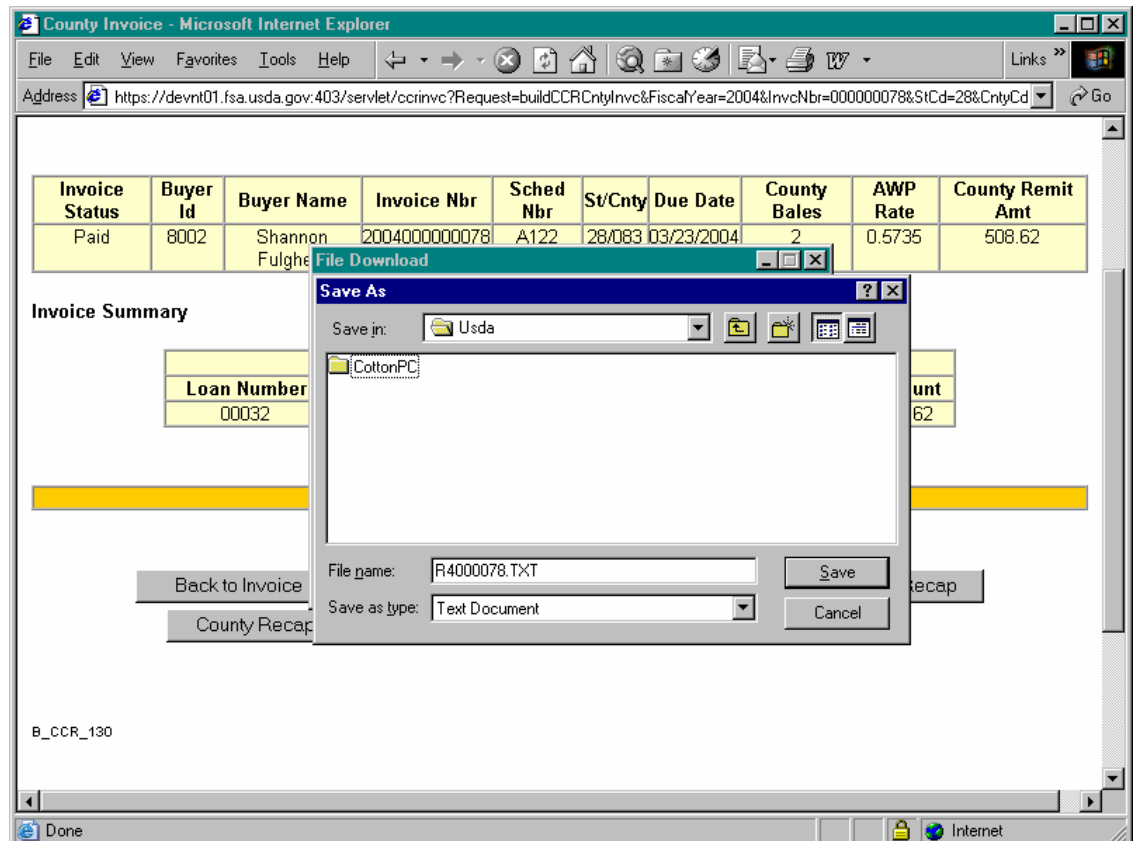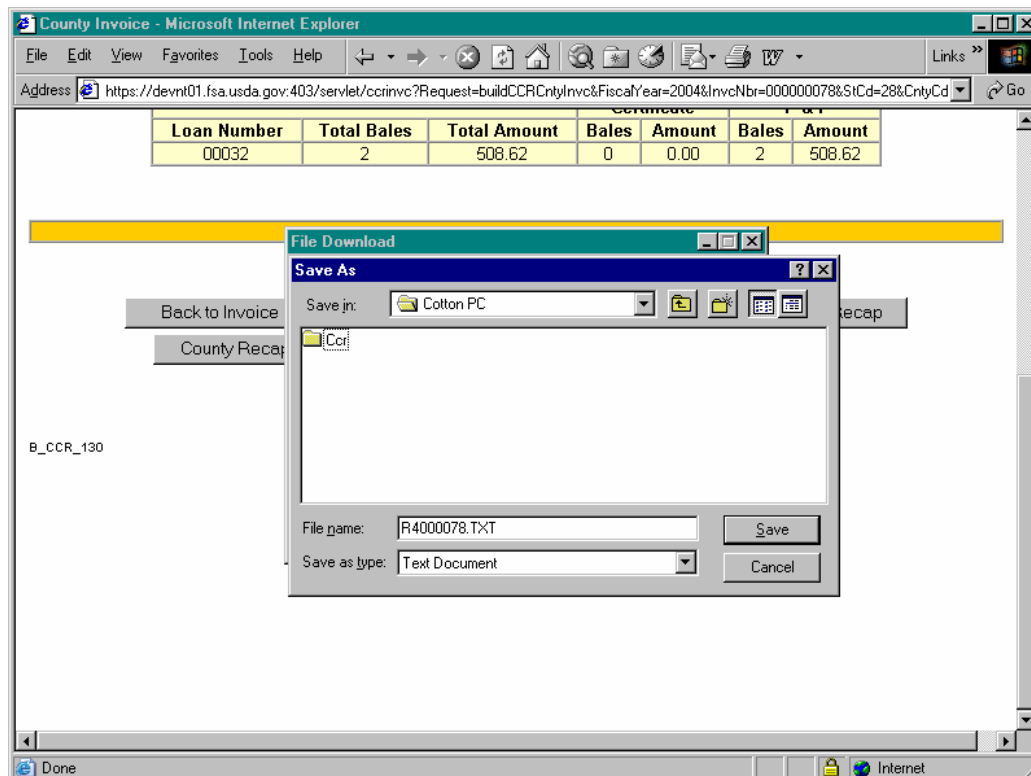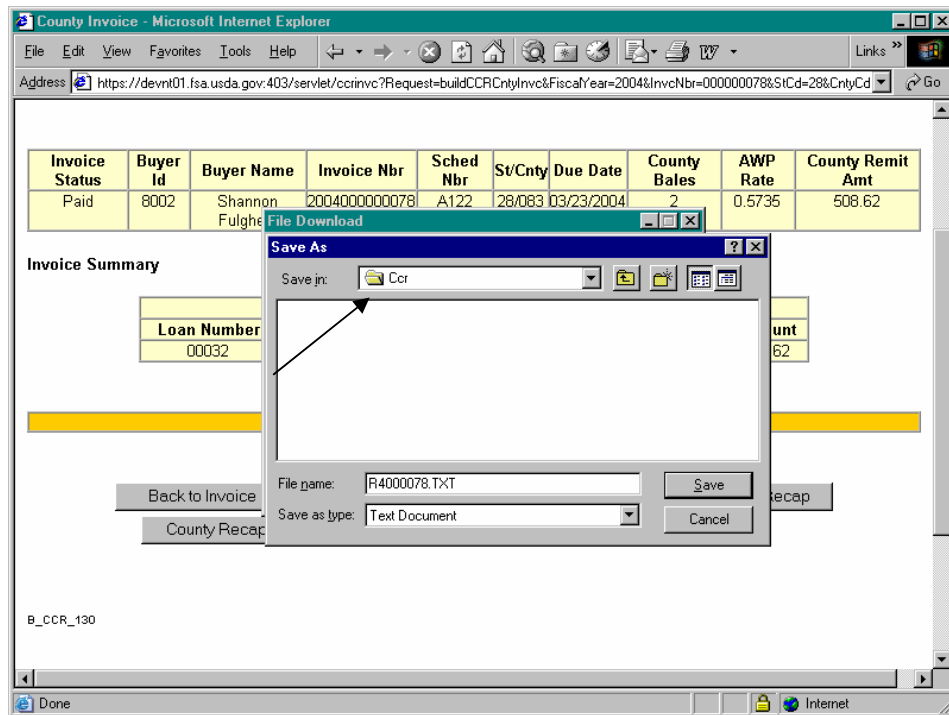
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12. CCR County Invoice Download (pop-up for save-in folder selection/cont.)

To continue with the download, select the correct folder on the Cotton PC to save the download file. Select the 'C:' drive in the 'save in' box ', select 'Program Files', select 'USDA', select 'CottonPC' and select 'CCR' as the next path folder. Click the 'Save' button to save the download file to the folder for downloading the file to the Cotton PC for further processing on the County Office APSS system.

If the 'CCR' folder does not exist under the above path, it will need to be created, see steps 13-14 for how to verify folders exist and create a folder.

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13. CCR County Invoice Download (pop-up for completion)

Upon completion of the download save to the Cotton PC's 'CCR' folder, a pop-up window appears. To finish and close the pop-up window, select the 'Close' button.
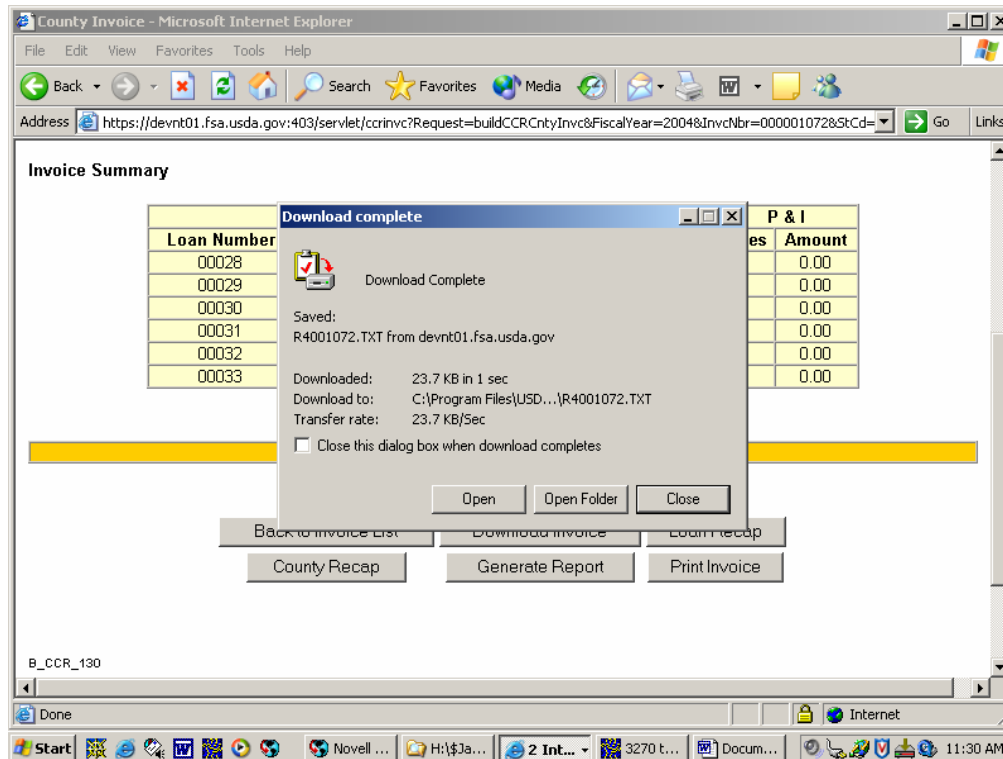
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14.   CCR County Invoice Download (pop-up to re-download)

If the download was already done, a pop-up window will ask if you want to download again, replacing the existing file on the Cotton PC.
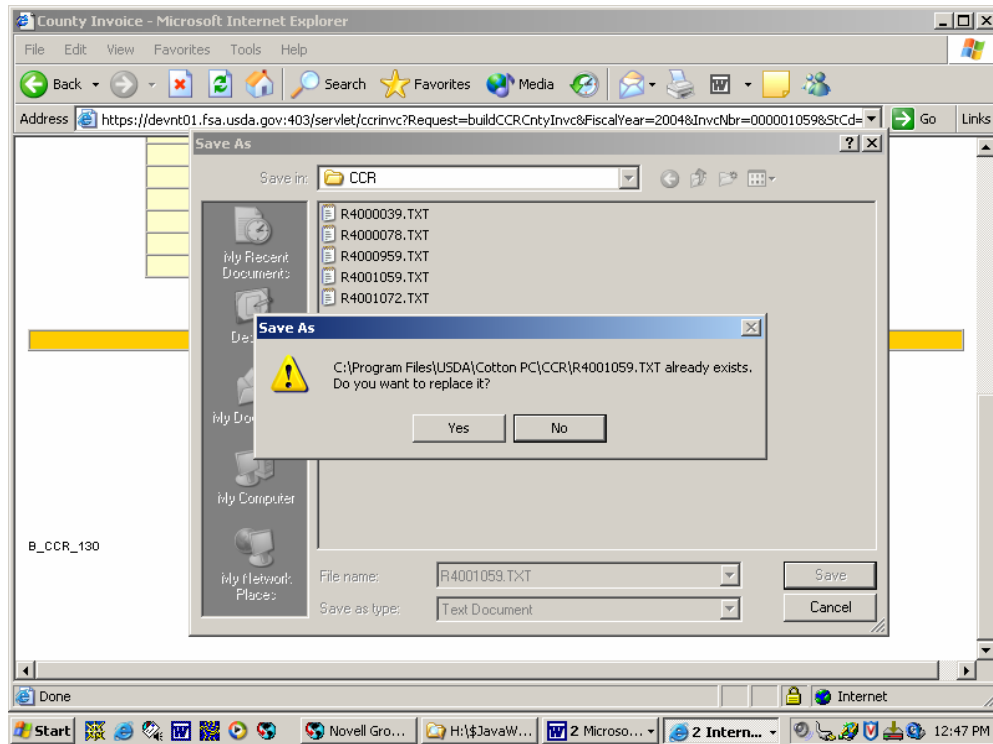
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15.   Verify folders on the Cotton PC for the CCR download

The first time Centralized Cotton Redemption is processed on the Cotton PC, the folder path may not exist and may need to be created.

To verify if the required folders exist, user Window's Explorer.

To bring up Window's Explorer, click the "Start" button (lower left), then click "Programs", then MS Windows Explorer".

From Windows Explorer, click on the '+' in front of the "C:" drive. Go down the list looking for the "Program Files" folder, click '+' in front of the folder. Then look for the"USDA" folder. If found, click the '+' in front of the "USDA", looking for the "CottonPC" folder. If found, click the '+' in front of the "CottonPC" , looking for "CCR" folder.

If all folders in the path of C:/Program Files/USDA/CottonPC/Ccr are found, the Cotton PC has the correct folder path for downloading the CCR invoices.

If any folder does not exist under the above path, it will need to be created, see steps 14 for how to create a folder.
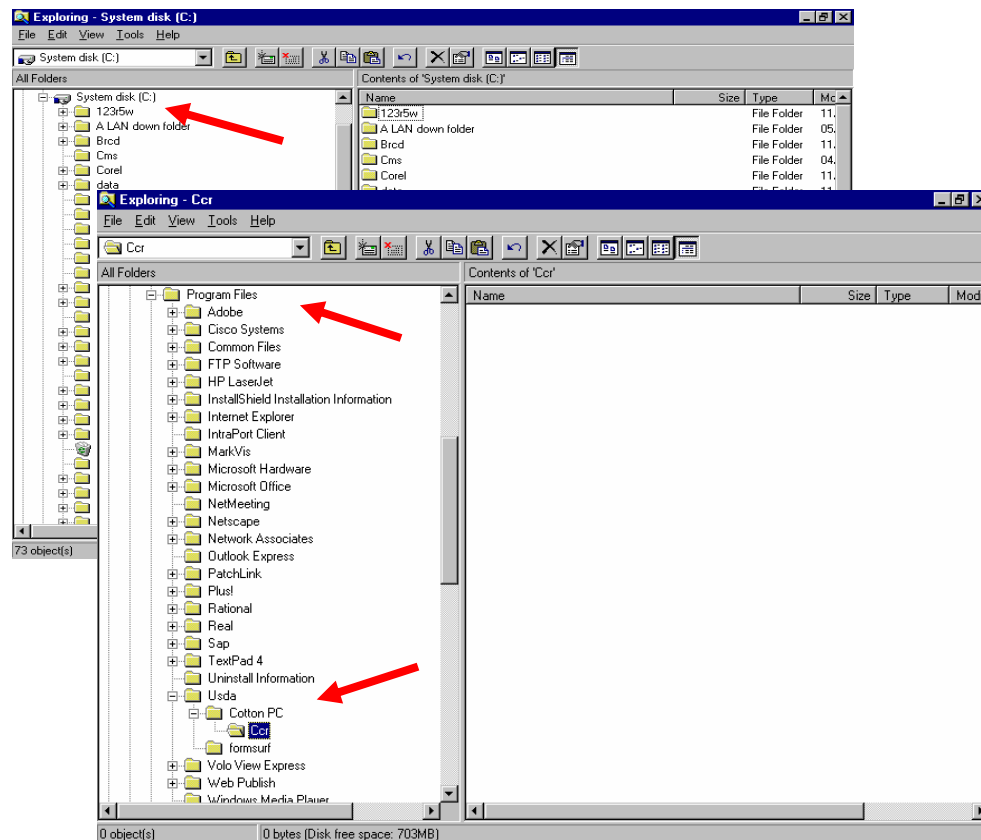
16.   Create folders on the Cotton PC for the CCR download

To create any missing folders, use Windows Explorer and click on the drive or folder that is to have the next path folder added.
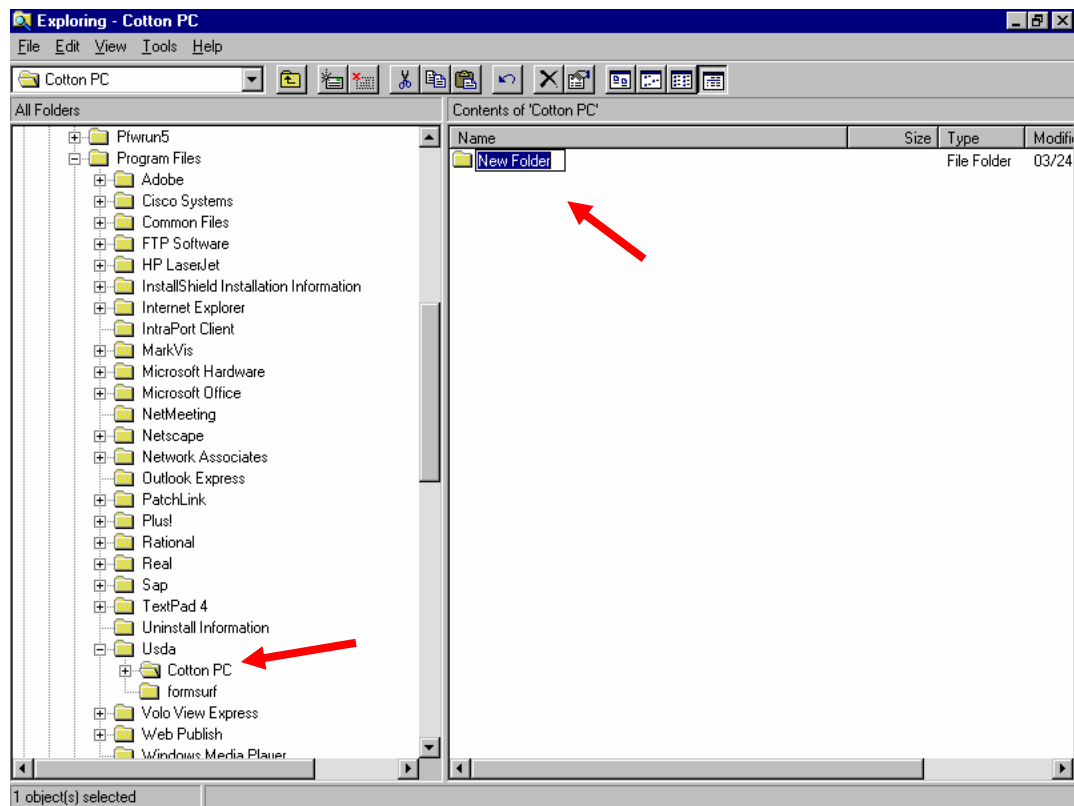
For "Program Files" be on "C:" drive.
For "USDA" be on Program Files folder.
For "CottonPC" be on "USDA" folder.
For "CCR" be on "USDA" folder.

On to Window's Explorer's menu bar, click "File" (upper left corner), select "New", the select "Folder". A "New Folder" box will appear, waiting for the folder name to be typed in (In this case "CCR"). Type in the name and press the "Enter" key. The folder will be created.

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17. CCR County Invoice

Upon completion of the download, the pop-up windows are closed, returning to the Cotton Redemption County Invoice summary screen.

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18.   Cotton Redemption County Invoice Generate Report (pop-up window)

When the 'Generate Report' button is selected a pop-up window appears to verify that a PDF report of wanted. Select 'OK' to continue or 'Cancel'.Acrobat Adobe will open and create a pdf report file.   The report will contain all information about the invoice including the summary information and a detail listing of the bales redeemed in the invoice.

Use the Adobe tool bar to follow instructions for printing or saving the pdf report.

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19.   Loan Recap

The Loan recap screen displays the status of the loan(s) associated with the invoice. It gives the total bales on the loan, the bales on the invoice for the loan and the total outstanding bales on the invoice. Button selection allows to return to the invoice summary or return to the invoice.
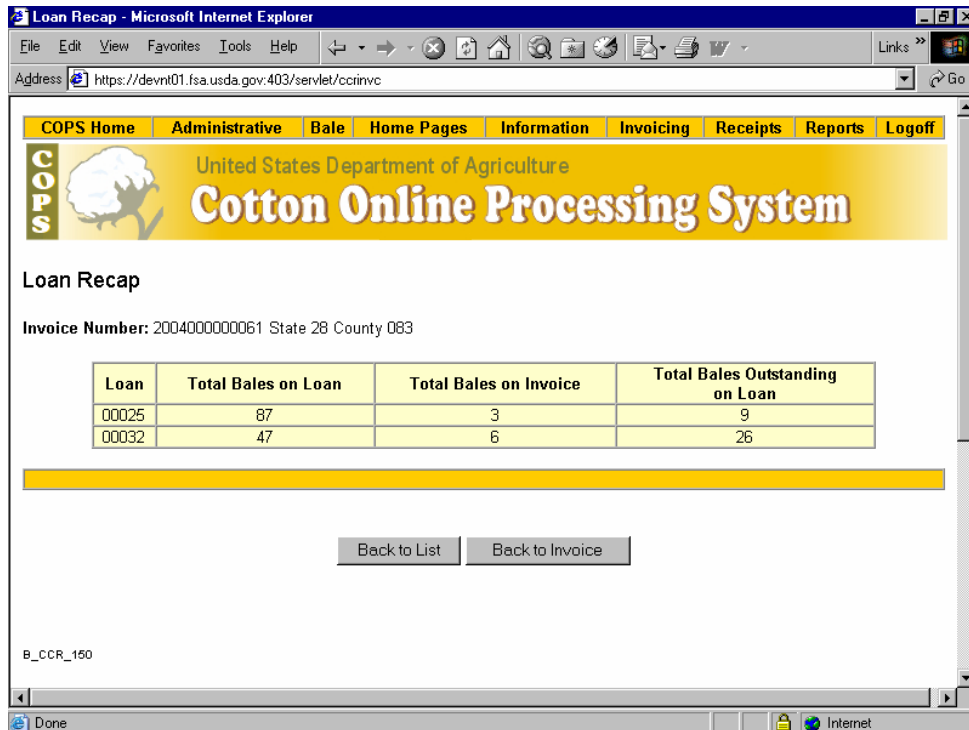
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20.   County Recap

The County Recap screen displays the download date for the invoice. Button selection allows to return to the invoice summary or return to the invoice.
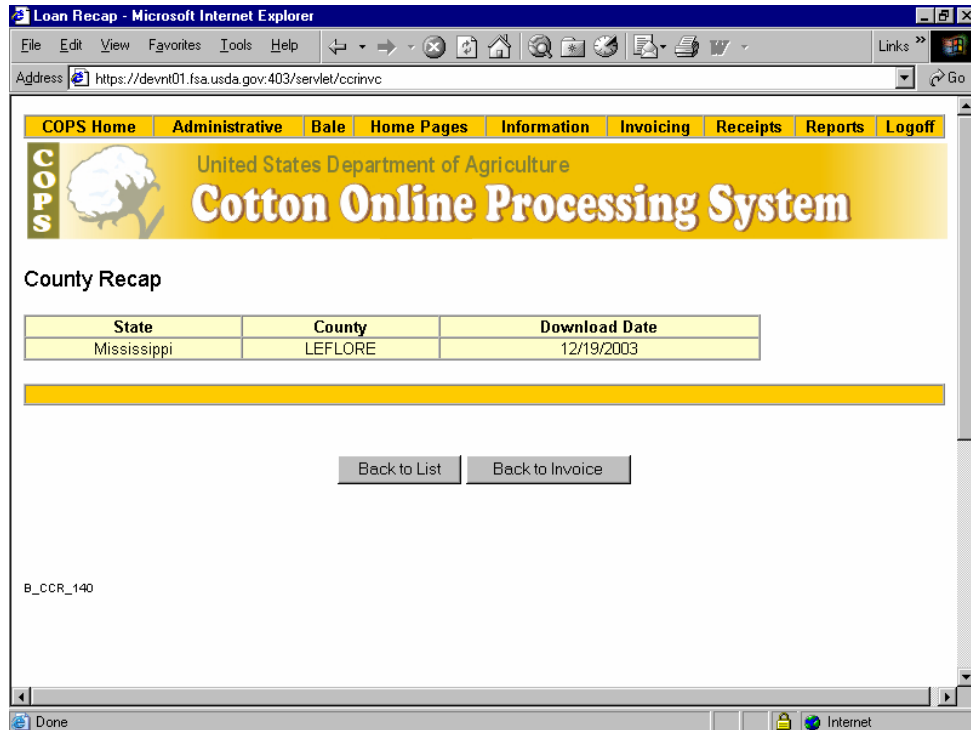
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21.   Cotton Redemption County Invoice Print Invoice (pop-up window)

When the 'Print Invoice' button is selected a pop-up window appears to allow the user to select their local printer for printing the invoice.

After selection of printer, select 'Print' to have the invoice summary printed. To see a detail listing of the bales on the invoice, see 'Generate Report'.

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C. History/Revision Log

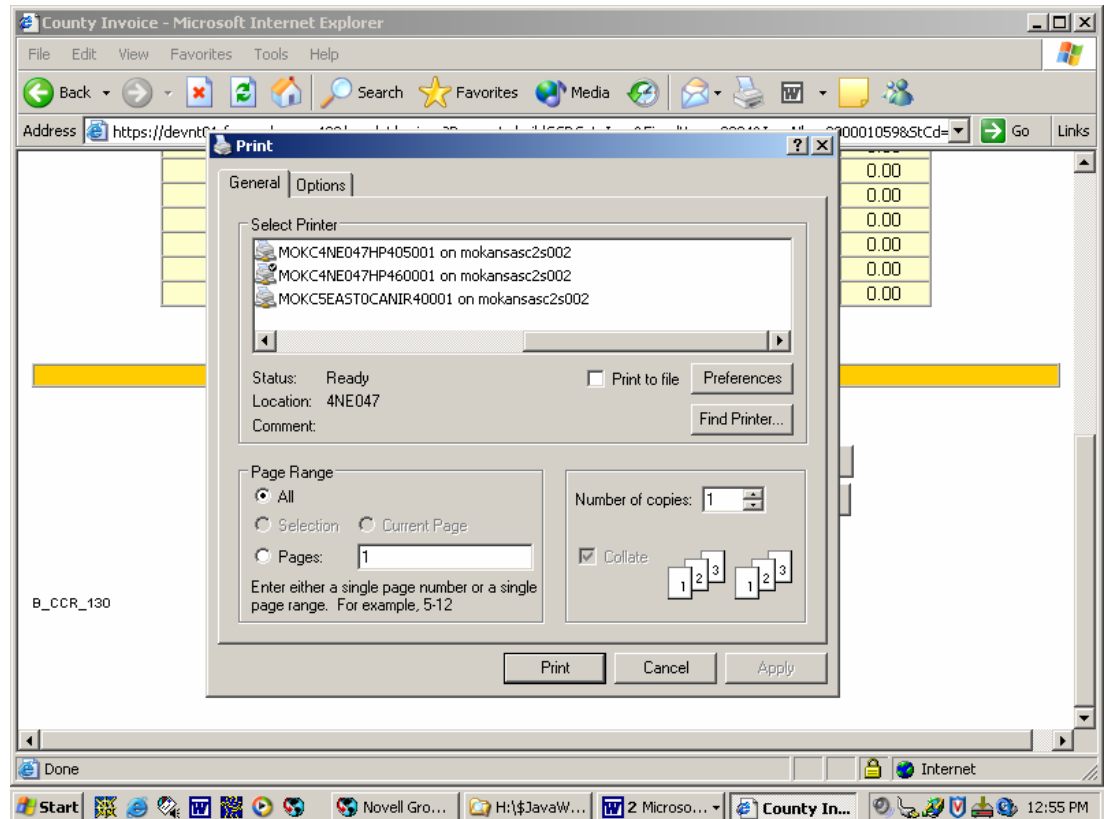| Version #	Date	Description
1.5	MAR 25, 2004	Created specific Centralized Cotton Redemption User Guide for State and County Offices.
1.5a	APR 14, 2004	Added additional instructions to CCR County Invoice download for opening MS Windows Explorer per PSD.
1.6	OCT 20, 2004	Replaced screen prints and text for the following: -New Home page / more options. -Invoice List / for County Users will indicate if invoice hs been 'downloaded'. -CCR County Invoice – now has Buyer Company name, no longer has button for detail listing. -Removed option information for detail listing. The 'Generate Report' button will build a pdf report including detail bale listing.
1.7	JAN 5, 2006	New options on Home page ♦ Updated Home Page (A_HOM_100) screen.
1.8	MAR 3, 2006	Added additional screen prints and text for manual redemption of negative repayment: -CCR County Invoice screen will have message and additional 'Bales for Manual Redemption' button. -New 'Bales for Manual Redemption' report display to assist in recording the repayments of bales with negative repayments values in APSS.